

INSTRUCTIONS FOR COURT REPORTER ANNUAL REPORT FORM

Reporting Year: January 1, 2005 through December 31, 2005

The "Court Reporter Annual Report Form" must be completed by all court reporters employed by the court (this does not include contract typists) and received by the Division of State Court Administration no later than **March 31, 2006**.

On the appropriate lines at the top of the form, provide the name of court reporter, work phone, the name of the county for which court reporting services were provided, and court identification number (examples: Marion Circuit Court: 49C01; Bartholomew Superior Court 1: 03D01). If you perform court-reporting services for more than one court, report for only the primary court. (Example: You work for Circuit Court but occasionally fill in or type transcripts for Superior Court, you would report that your court is Circuit Court, but would nonetheless report all fees)

1. Rate for County Indigent Transcripts – Transcripts provided to individuals who have been declared indigent by a court in a criminal proceeding and which have been paid from **county funds**.
2. Rate for State Indigent Transcripts – Transcripts provided to individuals who have been declared indigent by a court in a criminal proceeding and which have been paid from **state funds**.
3. Rate for Private Transcripts – Private transcripts are those that are provided in either a civil or criminal proceeding that are paid for by a non-governmental entity, i.e. a private individual, organization, corporation, etc.
4. Copy Rate for Transcripts – The cost for copies of a transcript.
5. Expedited Transcript Rate(s) – Transcripts that require delivery to a requesting party within a limited time frame.
6. Indigent Money Collected – Enter the total money collected for indigent transcripts, depositions, and hearings.
 - a. Do not include money for copies.
 - b. Additional fees, if any, for exhibits should be included here.
 - c. Indicate not only complete transcript preparation, but also partial transcripts prepared for other court reporters or for other courts.
 - d. **If no money was collected for the category, please indicate "0" or "none" for the totals.**
7. Money Collected for Other Government Transcripts – Eg. Prosecutors or any other government office **not** Public Defender.
8. Non-indigent Money Collected – Enter the total money collected for private transcripts, depositions, and hearings.
 - a. Do not include money for copies.
 - b. Additional fees, if any, for exhibits should be included here.
 - c. Indicate not only complete transcript preparation, but also partial transcripts prepared for other court reporters or for other courts.
 - d. **If no money was collected for the category, please indicate "0" or "none" for the totals.**
9. Money Collected for Copies - Provide the total copy money collected for all hearings and depositions transcripts. **If no money was collected for the category, please indicate "0" or "none" for the totals.**
10. Total of All Money Collected – Add together lines 6, 7, and 8.
11. Total number of Transcripts – Enter the total number of indigent and non-indigent transcripts.

Deadline to return completed forms: March 31, 2006

Indiana Supreme Court
Division of State Court Administration
115 W. Washington Street, Suite 1080
Indianapolis, Indiana 46204-3466

Failure to return the form by March 31, 2006 will subject the Court Reporter to a contempt citation.

Questions should be directed to Kris Suthers at (317) 232-2542 or ksuthers@courts.state.in.us